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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

7.1.1 Operations Shift Turnover

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Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

S. Sakry

7.1.1 Operations Shift Turnover

1. Purpose

- 1.1 Shift turnovers shall provide oncoming shift personnel with an accurate picture of the overall cryogenic system status. Shift turnover is an important part of operation. Complete and accurate shift turnover will contribute to clear understanding, equipment performance, and safe operations. On-coming and off-going personnel shall have a high degree of confidence that an appropriate information transfer has taken place before shift turnover has been completed. On-coming personnel conduct a comprehensive review of appropriate logs, records and equipment information before responsibility for the shift position is transferred.
- 1.2 Shift turnovers shall include a thorough review of appropriate documents describing important aspects of system status and an inspection of appropriate instrumentation. These reviews are then complemented by a discussion between the off-going and on-coming crews.

2. Responsibilities

- 2.1 Personnel shall not assume operational duties unless they are physically and mentally fit to do so.
- 2.2 On-coming personnel may arrive early, or off-going personnel may stay late, so that adequate review time is available.
- 2.3 Any special information required on a particular shift is written in the logbook by the Technical Supervisor in charge of the group, or designee, and verbally emphasized during the briefings.

3. Prerequisites

None

4. Precautions

None

5. Procedure

5.1 Shift Turnover Review

The turnover review by the Shift Supervisor and operators shall include:

- 1. A comparison of the significant equipment parameters at shifts start and end.
- 2. A hard-copy of equipment performance (operating screen “pictures”).

5.2 Document Review

Oncoming shift personnel are expected to use the first several minutes of their shift reading the contents of the shift logs and the required readings, as indicated by the Technical Supervisor. All reading should be completed within ten days of issue. Questions about reading material should be addressed to the Technical Supervisor.

5.3 Discussion and Exchange of Responsibility

The off-going shift personnel brief the on-coming shift personnel to ensure that they are fully cognizant of operating conditions and what has occurred since the last shift.

5.4 Shift Crew Briefing

The on-coming Shift Supervisor shall conduct a crew briefing after accepting responsibility for the shift. The briefing shall include a review of the status of the system, problems with equipment, and evolutions in progress or planned during the shift.

5.5 Reliefs Occurring During the Shift

Exchange of Shift Personnel for personal, health or other reasons during a shift shall be done in such a way as to ensure that the oncoming person is knowledgeable of the conditions as they would have been had a complete shift turnover process been conducted. For example, logbook reviews may or may not be necessary, depending on the oncoming person's familiarity with the current conditions.

5.6 Exchange of Responsibility

The on-coming Shift Supervisor signifies that they are cognizant of facility operations, and prepared to assume responsibility for operations by making a logbook entry that shift change has occurred and by signing their name.

5.7 The oncoming shift shall verify that the Compressor Building rollup doors and personnel doors on the East and West side of the building are closed between the hours of 1800 and 0800, (exceptions: the Shift Supervisor may keep the doors open until 2100 on very hot days, or as necessary when the room temperature presents a hazard to workers performing vital operations). The North rollup door shall remain closed except for moving equipment into and out of the building. This configuration assures that excessive noise is not transmitted from the Compressor Building to BNL's Northern neighbors.

6. Documentation

6.1 Each logbook entry must be initialed or signed by the person making the entry.

7. References

None

8. Attachments

None